

Library Services & Technology Act

FY 1999-2000 - APPLICATION FORM

Funds for Spring 2000 MINI or REGULAR Grants must be expended by Oct. 30, 2000

Organization/Institution: Logan Library/Bridgerland Literacy

Mailing Address: Logan Library
255 North Main
Logan, Utah 84321-3914

Project Title: Technology for Literacy

Organization Director: Ronald Jenkins

Phone: 1-435-750-9860
FAX: 1-435-753-5026
E-Mail: rjenkins@inter.state.lib.ut.us

Project Director's Name: Brandilee Kussee
(If different from the Organization Director)

Check Applicable Grant Category

For Public Libraries Only

Basic Technology	Automation Grant_____	
Enhanced Integrated System	Planning Grant_____	Technology Grant_____
Enhanced Internet Connectivity	Planning Grant_____	Technology Grant_____

For All Libraries

Community Electronic Network	Planning Grant_____	Technology Grant_____
Partnerships & Cooperative Projects	Planning Grant_____	Implementation Grant_____
Improved Access to Library Services	Planning Grant_____	Technology Grant_____
		Customized Service Grant__X_____

Check Funding Category

 X Mini-Grant (to \$7,500) No Match required
 Regular (\$7,501-\$74,999) Match (25%)
 Major (\$75,000 and up) Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA: \$5,950

Match (if required) \$0

Total \$5,950

I. SUMMARY

PROJECT TITLE: Technology for Literacy

PROJECT DATES: April 15, 2000 to October 30, 2000

Summary of Project:

Bridgerland Literacy has provided literacy instruction to the citizens of Cache Valley for over thirteen years. In conjunction with the literacy instruction, Bridgerland Literacy has also provided basic computer instruction to the literacy students. This instruction has provided students motivation to develop their reading skills and has helped them learn computer skills important to the modern workplace. This project is designed to upgrade the existing computers for student use, to implement an in house instructional program, and to provide the students improved access to CD-ROM based library materials.

II. PROJECT DESCRIPTION

A. NEEDS STATEMENT

The Logan Library has sponsored the Bridgerland Literacy program for 13 years. Bridgerland Literacy was established as a separate agency from the library so that literacy services could be provided beyond the legal jurisdiction of the library. The two organizations, however, are closely tied together in a relationship that benefits both the library and the literacy program, but most importantly benefits the people of Cache Valley who have literacy needs.

Bridgerland Literacy provides one-on-one literacy instruction to individual adults and also to children. The program uses a variety of instructional techniques with the goal of assisting the student to learn how to read as well as how to better their position in the community at large. The program

currently serves approximately one hundred students per year. The program has an average of one hundred individuals that volunteer for the program as tutors and in other areas of the program. Volunteers donated 6,875 hours of their time during 1999 to the literacy program.

For several years Bridgerland Literacy has jointly sponsored basic computer skills training in partnership with the College of Business at Utah State University. This partnership allowed the literacy program to use the facilities at the University as well as the skills of the university students to instruct the literacy students in basic computer skills. An average of 20-30 students attended these classes when they were held. The literacy students viewed this as a reward for their efforts in learning how to read. They were excited to use the computers coupled with their reading skills to expand their abilities and their horizons.

The College of Business is no longer able to partner with Bridgerland Literacy for the computer training for the literacy students. The Literacy program needs to move this successful program in-house. In order to do this the Literacy program needs to update its student computers and related software. Currently the literacy program has two 486 personal computers and one Pentium I computer for student use and one Lexmark 1000 printer. With the new computer equipment the literacy program will be able to develop and continue an ongoing computer instructional program for the literacy students. With the new computers the literacy students will be able to use existing CD-ROM products available in the Literacy library as well as CD-ROM products available in the Logan Library. These computers will also be available for tutor use in developing and enhancing instructional materials they use with their students.

B. PROJECT GOALS AND OBJECTIVES:

Goal #1 Acquisition of computer equipment for literacy student use.

Objective #1: Acquire computer equipment for literacy student use.

Objective #2: Literacy staff training for use of the new personal computers

Goal #2 Review and adapt the basic computer instructional program

Objective #1: Review the instructional program that has been used and make improvements and adaptations as needed.

Objective #2: Train literacy staff and tutors in the use of the new equipment and revised instructional program.

C. PROGRAM/METHODS STATEMENT

Goal #1 Objective #1

Acquisition of computer equipment for literacy student use.

The Logan Library will purchase three new personal computers, one printer and a hub. The hub is required to connect the Literacy computers to the Internet in order to provide instruction on the use of the Internet. Installation of the equipment and the associated software will be completed by the Logan library

staff with assistance from the Logan City Information Systems Department staff. Purchases will be made in accordance with the City of Logan purchasing policy.

Goal #1 Objective #2

Literacy staff training for use of the new personal computers

The literacy staff will be trained on the use of the new computer equipment. The librarian responsible for in-house computer services for the library will do this training.

Goal #2 Objective #1

Review and adapt the instructional program that has been used and make improvements as needed.

The literacy staff will review the instructional program used previously in partnership with Utah State University and will make revisions and adaptations as required to meet the new instructional environment and scheduling opportunities. The librarian responsible for computer instruction for the library will serve as a consultant to the literacy staff during this review process.

Goal #2 Objective #2

Train literacy tutors in the use of the revised instructional program.

The literacy staff will provide training for the literacy tutors in the use of the revised instructional program. This training will occur during the twelve hour literacy training course currently provided to tutors for the program.

D. PROJECT TIMETABLE

The projected implementation date for this project will be April 15, 2000. It is expected that the entire process will take 180 days.

Time line for "Technology for Literacy"

ITEM	TASK NAME	DURATION	RESPONSIBLE
1	Contract signed	1 day	Library
2	Acquisition of computer equipment	30 days	Library
3	Installation of computer equipment	3 days	Library
4	Review of University instructional program	14 days	Literacy
5	Adapt and develop revised instructional program	60 days	Literacy
6			
7	Provide in-service training for existing tutors in use of new computer instructional program	30 days	Literacy
8	Implement computer instructional training in regular tutor training session.	4 days (Sept)	Literacy

E. Evaluation Statement

This project will be evaluated in two ways.

The Literacy program has a regular evaluation they do at the end of each tutor training session. A new section will be added to this evaluation form to receive input from participants specifically regarding the computer instructional program.

The Literacy program will document the number of students that use the new equipment and training program and will record the number of hours that they use these resources.

F. COMMUNITY SUPPORT STATEMENT

The Bridgerland Literacy program has received and maintained strong support from the community for many years. The City of Logan supports the program financially, with office facilities, and communication links. The Logan Library Board has been a long-standing advocate and support for the Literacy program. One member of the Library Board serves on the Literacy Board at all times. Bridgerland Literacy receives financial support from United Way, and numerous local businesses and private individuals. During its existence the Literacy program has assisted hundreds of individuals with their reading skills and has made it possible for them to improve their economic and intellectual situation in life which continues to have far reaching impact throughout the community.

G. FUTURE FUNDING STATEMENT

The Literacy program has maintained a fairly stable financial position for many years. While it is difficult for a non-profit organization to insure future financial funding the track record for Bridgerland Literacy has been excellent and the possibility for continued future funding appears good. It is also the intent of the Literacy Board to continue the support of the basic computer training program for students. The Board believes that it provides significant motivation to many students as well as teaching them basic survival skills in today's technological world.

III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific and be certain of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. If a revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in this application and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and specific revised amounts.)

Category	LSTA Funds	Local Funds	Other*	Total Funds
A. Personnel Expenses:				
Salaries and Wages	_____	_____	_____	_____
Employee Benefits	_____	_____	_____	_____
SUBTOTAL	_____	_____	_____	0
B. Operating Expenses:				
Travel	_____	_____	_____	_____
Training	_____	_____	_____	_____
Materials/Supplies	500	_____	_____	500
Contracted	_____	_____	_____	_____
Services	_____	_____	_____	_____
Other	_____	_____	_____	_____
SUBTOTAL	_____	_____	_____	500
C. Equipment & Capital Outlay Expenses:				
Computer Hardware	5,550	_____	_____	5,550
Computer Software	_____	_____	_____	_____
Other	_____	_____	_____	_____
SUBTOTAL	5,550	_____	_____	5,550
D. Other, Specify below				
SUBTOTAL	_____	_____	_____	0
E. Percentage of Matching funds:		0%	_____	0%
SUBTOTAL	_____	_____	_____	_____
TOTALS	6,050	_____	_____	6,050

*Source of funds in this category include donations, Friends fund raising, private sector grants. Do not include "in kind" donations. (See Handbook for general information and guidelines.)

IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

A. PERSONNEL EXPENSES:

There are no personnel costs associated with this project.

B. OPERATING EXPENSES:

Operating supplies such as printer cartridges, computer disks, supplies for producing and copying instructional materials, etc.

TOTAL OPERATING EXPENSES: \$500.00

EQUIPMENT/CAPITAL OUTLAY:

Personal computers	\$4,950.00
Printer	500.00
Hub (8 port)	100.00

TOTAL EQUIPMENT/CAPITAL OUTLAY: \$5,550

See Appendix A for specifications for hardware and software.

OTHER EXPENSES: (Please specify)

There are no additional expenses associated with this project.

V. SIGNATURES

The organization/library accepting the fiscal and administrative responsibility for this LSTA grant project should sign first. Please add additional signature lines for the other directors, board chairs, local government or institutional representatives involved in the project.

We hereby certify that all matching funds shown in this application are available for use in this project.

APPENDIX A

Minimum specifications and estimated costs for hardware:

HARDWARE - PERSONAL COMPUTERS - MINIMUM SPECIFICATIONS \$4,950

Processor	Intel Pentium III processor 550 MHz w/512K Cache
Memory	64 MB 100 MHZ SDRAM expandable to 384 MB
Monitor	EV700 15" color monitor
Case	Mid Tower case
Keyboard	104+ keyboard
Mouse	PS/2 Mouse
Operating System	Microsoft Windows 98 Second Edition
Hard Drive	13.6GB 7200RPM Ultra ATA hard drive
Floppy	3.5" 1.44 MB diskette drive
CD-ROM Drive	17X min./40X max. CD-ROM drive
Video	IOMEGA 100MB internal Zip Drive w/3 Zip disks
Sd system	8MB AGP Graphics Accelerator
Speakers	Sound Blaster AudioPCI 128D
Network Adapter	Gc200 Speakers
Anti-Virus Software	PCI 10/100 Ethernet Adapter
Application Software	Norton Anti-Virus Software
Service Program	Microsoft Office 2000 Small Business
	3 Years Parts & Labor Limited Warranty
	1 Year On-Site Service, Limited Hardware